

Greetings!

Thank you for your interest in partnering with Wardrobe for Opportunity! Attached you will find details of the partnerships, a few updated guidelines, the “al la carte” menu, and more details on what WFO has to offer so we can work together to ensure everyone has the chance to “Find a Job, Keep a Job and Build a Career.”

As you know, WFO likes simple paperwork and all of our partnership agreements are designed with that in mind! After your meeting with a WFO representative, **please return a signed copy of the Standard or Silver partnership agreement of your choice along with your payment.** If you are interested in the Gold partnership, please contact us to discuss if this is a good fit. All payments are due within thirty days of WFO’s receipt of your partnership agreement. If you require an invoice, please let us know and we’re happy to provide them. WFO will send a confirmation letter for each payment and agreement received along with a partner packet that includes a referral form, program flyers and Pathways and Success Series applications.

### Partnership Overview

	<b>Standard Partners</b>	<b>Silver Partners</b>	<b>Gold Partners</b>
<i>Professional Image Program</i>	20 Client Referrals	40 Client Referrals	Unlimited Referrals
<i>Interview Workshops</i>	X	10 Interview Workshops	Unlimited Workshops
<i>Pathways</i>	X	Priority Applications	One Pathways Onsite; Priority Applications
<i>Success Series</i>	X	Priority Applications	Priority Applications
<b>COST</b>	\$1,000	\$4,000	\$10,000

### Referral Policy

Do you know of another organization WFO should be partnering with? If you refer that organization to WFO and they sign a partnership agreement, you will receive a \$250 credit with WFO. To take advantage, the new organization must identify who referred them by name and referral agency.

**Questions?** Would you like to schedule a follow-up meeting to discuss the details? Do you have ideas to enhance our partnership? Call or email us and we’re happy to find the time to visit you or to welcome you to one of our locations.

Thanks again for your partnership – we’re thrilled to be working together and to continue to inspire clients to Find a Job, Keep a Job and Build a Career.

Cheers,

The WFO Team



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## STANDARD PARTNERS

*Standard Partners are able to refer clients to WFO's Professional Image Program. Once referred, each client will receive either an initial interview wardrobe (two interview suits) or a working wardrobe (up to two weeks of professional clothing). After their appointment, these clients are eligible to return for one additional appointment over the next year. Any services beyond those outlined here are available based on pricing for each individual program (see Program Services Menu).*

### WFO Offers

- 20 referrals for clients to receive either an initial interview or working wardrobe. All served clients are eligible to return for a working wardrobe within a year of their first appointment at no additional cost to the partners.
- WFO will call all clients within 72 business hours of receiving the referral.
- After their appointment, all clients will be invited to Style for Steal events and are invited to apply to WFO's career development programs.

### Partner Guidelines

- 95% of referred clients are able to be scheduled and 95% show to their appointment
- 75% of referrals will have a job interview within 30 days of their appointment.
- 50% of referrals will secure employment within 30 days.
- 75% of working wardrobe referrals will maintain employment for three months after receiving their appointment.



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## SILVER PARTNERS

*Silver Partners are able to refer clients to WFO's Professional Image Program and to access WFO's interview workshops with potential employers. Once referred, each client will receive either an initial interview wardrobe (two interview suits) or a working wardrobe (up to two weeks of professional clothing). After their appointment, these clients are eligible to return for one additional appointment over the next year. For interview workshops, each Silver Partner can select up to 10 workshops annually and bring up to five clients to each. Any services beyond those outlined here are available based on pricings for each individual program (see Program Services Menu).*

### WFO Offers

- 40 referrals for clients to receive either an initial interview or working wardrobe. All served clients are eligible to return for a working wardrobe within a year of their first appointment.
- WFO will call all clients within 72 business hours of receiving the referral.
- After their appointment, all clients will be invited to Style for Steal events and are invited to apply to WFO's career development programs.
- 10 interview workshops with potential employers with five client seats at each (fifty interview opportunities) - 10% of participants will secure an interview with their sponsor.
- Priority applications for Pathways and Success Series.
- Four image workshops delivered at your organization.

### Partner Guidelines

- 95% of referred clients are able to be scheduled and 95% show to their appointment
- 75% of referrals will have a job interview within 30 days of their appointment.
- 50% of referrals will secure employment within 30 days.
- 75% of working wardrobe referrals will maintain employment for three months after receiving their appointment.
- 30% of interview workshop participants will follow-up with their interviewers
- 50% of interview workshop participants will have a job interview within 30 days.



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## GOLD PARTNERS

*Gold Partners are available by invitation only. Gold Partners can refer unlimited clients to all of WFO's programs – they have up to five seats at all interview workshops, can refer unlimited clients to WFO's professional image program, access to twelve image workshops annually and one custom Pathways delivered onsite just for your clients. Any services beyond those outlined here are available based on pricings for each individual program (see Program Services Menu).*

### WFO Offers

- Unlimited referrals for clients to receive either an initial interview or working wardrobe. All served clients are eligible to return for a working wardrobe within a year of their first appointment.
- WFO will call all clients within 72 business hours of receiving the referral.
- After their appointment, all clients will be invited to Style for Steal events and are invited to apply to WFO's career development programs.
- Access to up to 30 interview workshops with potential employers with five client seats at each – 10% of participants will secure an interview with their sponsor.
- One customized Pathways delivered onsite Priority applications for Pathways and Success Series.
- Twelve image workshops delivered at your organization.
- Clients are eligible for specialized WFO internships as appropriate

### Partner Guidelines

- 95% of referred clients are able to be scheduled and 95% show to their appointment
- 75% of referrals will have a job interview within 30 days of their appointment.
- 50% of referrals will secure employment within 30 days.
- 75% of working wardrobe referrals will maintain employment for three months after receiving their appointment.
- 30% of interview workshop participants will follow-up with their interviewers
- 50% of interview workshop participants will have a job interview within 30 days.



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## PROGRAMS & REFERRAL PROCEDURES

### **Professional Image Program**

WFO provides professional clothing and professional image coaching to the men and women of our community to help our clients gain a more positive sense of self and empower them to become confident applicants and successful employees. Our boutique environment is designed to make each client feel at ease with our volunteers. Our clothing and accessories are high quality, clean, sized and attractively displayed. Our goal is to provide an enjoyable and educational experience for each client.

#### *Who should I refer?*

Active Jobseekers: Before referring your clients that are actively seeking employment to receive an initial interview outfit, we ask that their counselor answer the following three questions affirmatively:

1. Does my client have an interview scheduled or are they likely to have one in the next two weeks?
2. Is my client prepared for the interview?
3. Is there a strong probability my client will be offered the position?

If you answer yes, please send a referral form our way!

Newly Employed: If your client has secured employment and needs professional attire, you may refer them directly for a working wardrobe using the same referral form and process. They will be required to bring in proof of employment (offer letter, paystub, etc.).

#### *How does it work?*

Please fully complete WFO's referral form and fax it to 510.452.4502. Once WFO receives the referral, we will call the client directly within 72 business hours to schedule appointment. During their one hour appointment at either WFO's Oakland or Concord boutique, clients work one on one with a personal stylist to select 1-2 professional interview suits, appropriate for the individual and the position they are seeking.

Once a client receiving an initial interview suit has secured employment, they are encouraged to call WFO directly and schedule an appointment for a working wardrobe, up to two weeks of professional clothing for their new job. No additional paperwork or referrals are necessary.

### **Interview Workshops**

WFO partners with companies across the Bay Area to help clients connect directly with potential employers, practice their interview skills and expand their professional networks. These high-energy events include a one hour "refresher" course on interview skills followed by the chance to practice interviewing with up to four different professionals in the field.

#### *Who should I refer?*

Partners are encouraged to bring active jobseekers about to enter or in the interviewing process. It is not appropriate for clients who are not actively seeking employment.

### *How does it work?*

WFO sends out a monthly newsletter with upcoming interview workshops. If you see a company that is a good match for you and your clients, please contact Hank Ramirez at 510.463.4100 x215 to request slots for this workshop. Additionally, WFO will also reach out to invite specific partners.

Partners are expected to recruit clients in the appropriate stage of the interview process, screen them and prepare them for the event. The partner must send the complete list of participants and their phone numbers to Hank Ramirez at [hramirez@wardrobe.org](mailto:hramirez@wardrobe.org) a minimum of 72 hours before the event. WFO will do make reminder calls to the clients the night before and answer any pressing questions but, ultimately, it is our partner's responsibility to ensure they are ready, arrive on time, dressed professional and with copies of their resume (business cards, when available, are encouraged).

### **Pathways for Men and Pathways for Women**

Pathways is an intensive 6-session workshop that equips graduates with the insights and skills necessary to succeed in the workplace and in life. With sessions focusing on conflict resolution, problem solving, goal-setting, action-planning and effective communication, Pathways graduates come away motivated and empowered to lay the foundation for a successful future. Moreover, graduates create meaningful, lasting relationships with each other that carry forward beyond the Pathways workshop. Since its launch, 90% of graduates remain employed after one year and over 50% will receive a raise after only three months. In 2009, Pathways graduates experienced a 28% increase in annual income. Pathways for Men is offered twice a year and Pathways for Women is offered quarterly.

### *Who should I refer?*

Partners are encouraged to share applications with clients who are in a stable place in their lives and starting to think about what's next. This is a perfect fit for individuals transitioning to employment, feeling stuck in a low-wage job, looking for the next step in their career or preparing to complete an education or internship program.

### *How does it work?*

Clients must submit an application (available online and in the packet partners receive) and will be interviewed over the phone by Sujata Mody. Applications are due three days before the program begins but are accepted on a rolling basis and priority is given to applications in the order they are received.

### **Success Series**

Success Series is a unique and robust year-long program that provides participants with the structure and support to build meaningful careers. Through 3 months of focused classroom training, the program invites and challenges participants to look deep within themselves to identify their talents, strengths and skills and to dream big about where they want to go. Participants create an individual career development plan that becomes the focus of 3 months of one-on-one career coaching. Following the coaching, participants are paired with mentors from the community who walk alongside the Success Series participants as they make their career aspirations a reality.

### *Who should I refer?*

Partners are encouraged to share applications with clients who are working and looking to take their career to the next level. This program includes training but, most importantly, helps each individual create a detailed plan and goals and provides them the support to begin taking the steps. For motivated individuals ready for the next step, send them WFO's way!

### *How does it work?*

Clients must submit an application (available online and in the packet partners receive) and will be interviewed in person by Sujata Mody. Applications are due two weeks before the program begins but are accepted on a rolling basis and priority is given to applications in the order they are received.

## **General WFO Information**

### *Style for a Steal*

Style for a Steal is by invitation only for all individuals who have visited our boutique for a personal styling appointment in the past. Clients will be invited directly via email and/or mailed invitations.

### *Image Workshops*

To request an image workshop for your class, please call Hank Ramirez directly at [hramirez@wardrobe.org](mailto:hramirez@wardrobe.org) at least four weeks in advance if you need a specific date. These workshops typically last one hour and can be conducted at WFO or at your site. They are best when delivered to groups from 5 to 25 individuals.

### *WFO's Cancellation Policy:*

Because of the high volume of clients in need of appointments, it is important that every effort is made to keep scheduled appointments of all kinds. If a client must cancel their appointment, we ask for 24-hour notice. **If a client does not call within the 24-hour cancellation period and/or does not show up, he/she will be ineligible for any further appointments.**



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## STANDARD PARTNERSHIP AGREEMENT

WFO is thrilled to welcome you as a Standard Partner. In signing this agreement, you are committing to the following outlines of our partnership:

### WFO will provide -

- 20 referrals for clients to receive either an initial interview or working wardrobe. All served clients are eligible to return for a working wardrobe within a year of their first appointment and will be invited to Style for a Steal events.
- WFO will call all clients within 72 business hours of receiving the referral.
- Quarterly reports of partnership status and results to date.

### The Standard Partner will be asked to refer clients that will achieve the following results-

- 95% of clients referred are able to be scheduled and 95% show to their appointment
- 75% of referrals will have a job interview within 30 days of their appointment.
- 50% of referrals will secure employment within 30 days.
- 75% of working wardrobe referrals will maintain employment for three months after receiving their appointment.

In addition, as a WFO partner, you are committing to the following:

- Refer clients to WFO's services when the services are the most effective.
- Verify that client referral forms are completely filled out; clients will understand all policies and procedures before they come to their appointment. Please retain a copy for your records.
- Review our 24 - hour cancellation policy. Unfortunately, if a client fails to call within the 24-hour period or does not come for all scheduled appointments and workshops, we will not reschedule them.
- Send full payment of \$1,000 within 30 days of signing this agreement.
- Partners are required to track their own program usage** - if a partner uses more than their allotted referral slots, they will be charged accordingly, based on the individual program pricing.
- If you require additional services not included in the partnership, you can purchase them based on 2010 individual program pricing. These services will never expire and may be used when you have an active partnership. All payments are due in advance and WFO will refund any unused services.

**I agree to each of these commitments and to partnering with WFO from January 1, 2010-December 31, 2010.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



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## SILVER PARTNERSHIP AGREEMENT

WFO is thrilled to welcome you as a Silver Partner. In signing this agreement, you are committing to a partnership with WFO during the 2010 calendar year from January 1<sup>st</sup> - December 31<sup>st</sup>, 2010.

### WFO will provide -

- 40 referrals for clients to receive either an initial interview or working wardrobe. All served clients are eligible to return for a working wardrobe within a year of their first appointment and will be invited to Style for a Steal events.
- WFO will call all clients within 72 business hours of receiving the referral.
- Access to 10 interview workshops with potential employers with five client seats at each.
- Priority applications for Pathways and Success Series.
- Four image workshops for 5-25 clients delivered at your organization.
- Quarterly reports of partnership status and results to date.

### The Silver Partner will be asked to refer clients that will achieve the following results-

- 95% of clients referred are able to be scheduled and 95% show to their appointment
- 75% of referrals will have a job interview within 30 days of their appointment.
- 50% of referrals will secure employment within 30 days.
- 75% of working wardrobe referrals will maintain employment for three months after receiving their appointment.
- 30% of interview workshop participants will follow-up with their interviewers
- 50% of interview workshop participants will have a job interview within 30 days.

In addition, as a WFO partner, you are committing to the following:

- ❑ Refer clients to WFO's services when the services are the most effective.
- ❑ Verify that client referral forms are completely filled out; clients will understand all policies and procedures before they come to their appointment. Please retain a copy for your records.
- ❑ Review our 24 - hour cancellation policy. Unfortunately, if a client fails to call within the 24-hour period or does not come for all scheduled appointments and workshops, we will not reschedule them.
- ❑ Send full payment of \$4,000 within 30 days of signing this agreement.
- ❑ **Partners are required to track their own program usage** - if a partner uses more than their allotted referral slots, they will be charged accordingly, based on the individual program pricing.
- ❑ If you require additional services not included in the partnership, you can purchase them based on 2010 individual program pricing. These services will never expire and may be used when you have an active partnership. All payments are due in advance and WFO will refund any unused services.

**I agree to each of these commitments and to partnering with WFO from January 1, 2010-December 31, 2010.**

\_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_